



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 28, Safety awards and recognition program

1. Purpose: To establish the United States Army Garrison USAG Fort Leonard Wood Safety Awards and Recognition Program to recognize employees who have made significant contributions to accident prevention and mitigation. This policy describes eligibility requirements, selection criteria and the nomination process.

2. References:

- a. AR 385-10, Army Safety Program
- b. AR 672-20, Incentive Awards
- c. IMCOM 385-10, Safety Program
- d. DA PAM 385-10, Army Safety Program,
- e. DA PAM 672-20, Incentive Awards Handbook,

3. Policy. This policy applies to Directors, Principal staff officers, supervisors and Department of the Army (DA) Civilian employees assigned to USAG Leonard Wood.

a. Qualification Standards:

(1) Department of the Army qualification standards and types of awards are specified in DA PAM 385-10, Army Safety Program, and are listed in enclosure 1.

(2) USAG Leonard Wood Safety Award and Recognition Program eligibility requirements are included in the specific award description, selection criteria and nomination procedures. Individuals nominated must, at a minimum, have not been involved in any of the following: a recordable injury, an accident resulting in Army property damage or repair costs of \$2,000.00 or more; a moving traffic violation of "at fault" accident involving any Government vehicle.

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(3) Garrison Commanders, Garrison Command Sergeants Majors, Directors, Safety and Occupational Health Specialists (0018) are not eligible for awards as part of this program.

4. RESPONSIBILITIES. Directors, principle staff officers and supervisors will:

a. Publicize the safety awards program and ensure individuals are recognized for their accident prevention measures and safety contributions.

b. May nominate one individual, group or team as appropriate for each award category.

c. Send nominations for safety awards to the Installation Safety Office (ISO) by the 10th day of the beginning of a quarter unless otherwise specified.

d. Ensure that personnel records of safety award recipients are updated as applicable.

e. Ensure award citations do not include classified or confidential information.

5. AWARDS.

a. Safety Achievement Award:

(1) Purpose. To recognize an individual, group or team as appropriate for a one-time special achievement of significant safety related contribution.

(2) Eligibility. All Soldiers and DA Civilians assigned to USAG Leonard Wood.

(3) Selection Criteria. Examples of actions worthy of consideration:

(a) Development and implementation of a special program or training course that improves safety.

(b) Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel or Army property damage.

(c) Developed an innovative safety program or specific mishap prevention activity that was adopted of use at USAG or higher level.

(d) Any other significant specific contribution to safety that is endorsed by the Directorate.

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(4) Nomination Procedures. Each Director, principle staff officer and supervisor may nominate one individual, group or team each quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, Rank/Grade, Organization and Directorate of the Nominee(s).

(b) A precise description of the specific achievements, how the nominee(s) accomplished the achievement and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations and restatement of assigned duties.

(5) Description of Award: The individual, group or team selected to receive this award will receive a Certificate of Achievement in Safety (DA Form 1119-1), and a USAG Leonard Wood Garrison Commander's Coin.

b. Safety Representative of the Quarter:

(1) Purpose. This award recognizes outstanding achievements and individual contributions in the support of the Army and USAG Leonard Wood Safety Programs. This award is given to All USAG Soldiers and DA Civilian personnel for outstanding safety performance.

(2) Eligibility. All Soldiers and DA Civilians assigned to USAG Leonard Wood.

(3) Selection Criteria. Examples of actions worthy of consideration:

(a) Developing or implementing outstanding policies, procedures and programs that reduce the possibility of accidents or improve operational effectiveness.

(b) Outstanding performance of safety duties involving; low risk facility inspections, conducting internal directorate safety education and training, incorporation of risk management principles and techniques; development of Job Hazard Analysis for high/low risk activities; timely reporting, investigations and trend analysis of mishaps to include near misses; or implementation and enforcement of accepted safety practices.

(c) Development of safety education training and safety material.

(d) Safety program management assessments resulting in a rating of excellence or higher as measured by the USAG Leonard Wood Installation Safety Office, higher headquarters or other external inspections.

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(4) Nomination Procedures. Each Director, principle staff officer and supervisor may nominate one individual per quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, Rank/Grade, Organization and Directorate of the Nominee(s).

(b) A precise description of the specific achievements, how the nominee(s) accomplished the achievement and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations and restatement of assigned duties.

(5) Description of Award: The individual selected to receive this award will receive a \$300 monetary award, Certificate of Achievement in Safety (DA Form 1119-1), and a USAG Leonard Wood Garrison Commander's Coin.

c. Safety Recognition and Appreciation Award:

(1) Purpose. This award may be use to recognize noteworthy achievements or contributions that may not merit the other awards. These awards are intended to provide an official, but informal means to show special recognition of, and appreciation for a job well done.

(2) Selection Criteria.

(a) Identification and correction of a hazardous situation which if left uncorrected has the potential to result in a mishap. Note: The nominee must not have contributed to the incident, directly or indirectly and the act must be outside the scope of their assigned duties.

(b) Promotion of safety awareness through direct involvement and support of community events (i.e., serving on safety event planning committee, conducting a safety presentation at a public gathering or internal directorate training, etc.).

(c) Other acts or actions determined by the submitter and verified by the USAG Leonard Wood Installation Safety Office to have contributed to mishap prevention (i.e. 365 days without a lost time injury or accident).

(3) Nomination Procedures. Each Director, principle staff officer and supervisor may nominate one individual, group or team each quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, Rank/Grade, Organization and Directorate of the Nominee(s).

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(b) A precise description of the specific achievements, how the nominee(s) accomplished the achievement and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations and restatement of assigned duties.

(4) Description of Award: The individual, group or team selected to receive this award will receive a Garrison Commander Certificate of Achievement in Safety.

5. The point of contact for this memorandum is the USAG Fort Leonard Wood Installation Safety Office at (573)596-0116.

1 Encls
1 Sample Nominee MFR


TRACY L. LANIER
COL, LG
Commanding

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EXAMPLE MEMORANDUM

DEPARTMENT OF THE ARMY
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HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MO 65473-8929

Office Symbol

Date

MEMORANDUM THRU Director, X Directorate, ATTN: Manager, Installation Safety Office, Fort Leonard Wood, MO, 65473.

FOR Commander, USAG Fort Leonard Wood, Fort Leonard Wood, MO, 65473.

SUBJECT: Army or USAG Leonard Wood Individual Award of Excellence in Safety – Officer / NCO / Enlisted / Civilian / Contractor Nomination.

1. In accordance with AR 385-10, DA Pam 385-10 and the USAG Safety Awards and Recognition Program, request the Individual Award of Excellence in Safety – NCO / Enlisted / Civilian / Contractor category be awarded to (employee).
2. (Employee) is assigned as a duty position, job series, directorate, section or activity. In addition to his/her normal duties has achieved extraordinary accident reduction milestones for the unit/directorate/section/activity during the past quarter.
3. The (Employee) is an outstanding soldier/civilian/contractor who enthusiastically implemented several initiatives to reverse the POV accidents within the company/directorate/section/activity. During FY14 due to their efforts the company/directorate/section/activity experienced a 75% reduction from the previous year accident rate (enclosure 1) after he/she began holding training sessions with other soldiers/employees, bringing car accident survivors to training sessions and providing the leadership a critical analysis of the risk assessment program for leaves and passes. His/her personal dedication to accident prevention is exemplary and he is often cited in our Army Readiness Assessment Program (ARAP) assessments as an involved and caring leader by other NCOs and subordinates.
4. The following achievements should also be considered.
 - a. During a Directorate safety inspection, the directorate safety program received a commendable rating and was noted as the most improved within the USAG.

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b. (Employee) helped revamp the directorate's standard operating procedures (SOP) on our Army motor vehicle (AMV) operations and provided improvements to our operational risk management policy for convoy missions (enclosure 2).

c. In coordination with Supervisor, employee established a format for holding bi-weekly peer counseling sessions to train and educate other co-workers in applying risk management (RM) principles to job hazard assessments. (Employee) facilitated the group counseling sessions to review and standardize company efforts in order to embed and personalize RM guidelines into our work forces daily tasks. Through their effort the (section/activity) gained increased accountability standards and higher performance in employee involvement.

5. These factors made (Employee's) efforts in accident reduction more remarkable considering the historical increase in accidents following unit deployments. (Employee's) safety and RM efforts have risen well above their sphere of influence and have greatly contributed to saving lives and preserving our workforce.

6. The initiator point of contact for this nomination is Supervisor, Section/activity, Directorate at DSN 555-5555, COM 555 555-5555, or XXXXX@us.army.mil.

2 Encl

John DOE
Supervisor

1. RM Policy
2. Counseling minutes

